

Web-Based Time and Attendance Distribution System (WebTADS)

TOPIC: Telework - Recording on Timesheet

Where: Employee Timesheet and Add Projects page

Who: Employee, POC, or Approver

When: Anytime

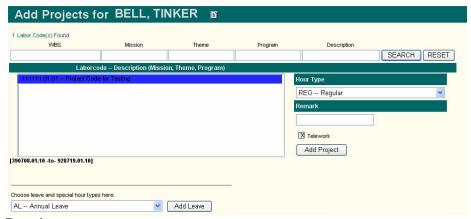
Procedure:

After an employee has been approved to telework on either the 'Episodic' or 'Core' option in WebTADS, the telework checkbox is available on the Add Projects Page. To access the Add Projects page, click the Add icon from the timesheet.



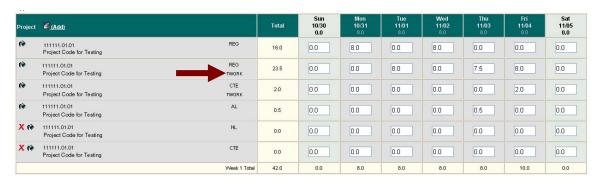
To track telework to a project code:

- 1. Highlight the appropriate laborcode,
- 2. Choose the appropriate hour type,
- 3. Enter a Remark if necessary
- 4. Click the telework checkbox, to apply the telework remark.
- 5. Click Add Project.



Result:

Notice that the project code with telework tracking has now been added to the timesheet and hours can now be recorded in the usual manner.



Special Considerations:

All employees default to a status of 'Not Eligible' for telework. Before being set to an 'Episodic' or 'Core' telework plan, an employee must first obtain approval. The approval

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process begins with the employee's Supervisor; additional approval may be required by the employee's center.

Telework tracking is not possible until an employee has been set to either the 'Episodic' option or one of the 'Core' options and a begin date has been entered.

An employee's telework eligibility status can be viewed on the employees 'Leave Balances' page.

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